

**26 MAY 2004**



**Personnel**

**AIR FORCE RECRUITING SERVICE (AFRS)  
MILITARY PERSONNEL PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRS 36-21, *Utilization and Classification of Air Force Military Personnel*. Use this instruction and the applicable criteria in AFI 36-2110, *Assignments*; AFI 36-2406, *Officer and Enlisted Evaluation Systems*; the *Special Category (SPECAT) Assignments Guide* (located at <http://www.afpc.randolph.af.mil/procedures/specat.htm>); AFI 36-2803, *Air Force Awards and Decorations Program*; AFI 36-2909, *Professional and Unprofessional Relations*; AETCI 36-2002, *Recruiting Procedures for the Air Force*; and AETCI 36-2909, *Professional Conduct and Relationships*.

This instruction replaces guidance found in ATCR 39-14, 1 December 1989, *Airman Personnel Actions*. It provides guidance and procedures pertaining to manning of recruiter and recruiting support authorizations within AFRS. It explains how enlisted accession (EA) recruiters are identified and selected and how current recruiters are reassigned within AFRS. It addresses recruiter opportunities as a recruiter instructor at the Air Force Recruiting School and recruiter inspector duty with the Air Education and Training Command Inspector General (HQ AETC/IG).

It also provides guidelines and assigns responsibilities for the administration of recruiter relief actions, military awards and decorations, military performance reports and officer promotion recommendation forms (PRF). It applies to all active duty military assigned to AFRS and to organizations involved in manning recruiter and recruiter-support positions.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 37-123, *Management of Records*, and disposed of IAW AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]). See Attachment 1 for a glossary of references and supporting information.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code (U.S.C.) 503. System of records notice F036 AETC G, *Status of Ineffective Recruiter*, applies.

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## Chapter 1

### RECRUITER TOURS

**1.1. Stabilized Tours of Duty.** Recruiters are assigned to, from, and within AFRS IAW AFI 36-2110 and the *SPECAT Assignments Guide*; and they are subject to HQ AFPC/DPAAD approval. AFRS stabilized tours of duty begin on the Airman's date arrived station (DAS). Recruiters receive a 3-year stabilized tour. When assigned an assignment availability code (AAC) 50 date of availability (DOA), recruiters are not available for reassignment (including overseas [OS]) unless so determined by HQ AFPC/DPAAD. Recruiters may be retained beyond the 3-year tour. Those assigned with a permanent OS duty station will serve the standard prescribed OS tour subject to extensions requested IAW paragraph 1.5.2.

**1.2. DOA Changes.** DOA changes for recruiters are normally a result of a permanent change of assignment (PCA) or low-cost permanent change of station (PCS) relocation. HQ AFRS/RSX will submit requests for exception to this rule to HQ AETC/DPAAR. Air Force Personnel Center (AFPC) is the final approval authority. Recruiters reassigned on a permissive or fully funded PCS, to include those returning from OS, will receive a new AAC with DOA 3 years from DAS.

**1.3. Assignment Diversion.** HQ AETC/DPAAR is the requesting authority, and HQ AFPC/DPAAD is the approval authority for all assignment diversions. Neither recruiting squadrons (RCS) nor recruiting group (RCG) personnel will contact affected members concerning a diversion. HQ AETC/DPAAR will coordinate all diversions, which will be held to an absolute minimum. Some reasons for diversion are out-of-cycle losses; deletion of unit manning document (UMD) authorization, unit movement, and unit deactivation.

**1.4. Temporary Duty (TDY) Pending Administrative or Disciplinary Action.** When an Airman assigned to AFRS becomes involved in an incident that may result in unfavorable publicity, the RCS or RCG commander is authorized to place the Airman in TDY status (if no other duty alternative exists in the recruiter's local area). Commanders must exercise caution to ensure the least expensive duty option is used. Approval of this TDY is contingent upon the concurrence of the gaining activity, if applicable, and the recruiting unit's ability to fund the action.

#### **1.5. Reassignment of Recruiters on Completion of Tour:**

1.5.1. Recruiters receive assignment instructions through their servicing military personnel flight (MPF) at the completion of their tour of duty. For normal PCS actions, Continental United States (CONUS) time on station (TOS) minimum requirements are 24 months for an OS assignment and 36 months for a stateside assignment (AFI 36-2110). HQ AFPC/DPAAD considers an Airman's OS vulnerability, CONUS requirements, and assignment preferences in the military personnel data system (MilPDS) when determining reassignments.

1.5.2. OS recruiters may apply for extension of their OS tour IAW AFI 36-2110. They will complete an AFRS IMT 4, **Recruiter Duty Memorandum of Intent (MOI)**, at the same time they complete their date eligible to return from overseas (DEROS) election. Attachment 2 presents instructions on how to complete the memorandum of intent (MOI) application process. Recruiters serving in OS tour areas whose recruiting tour is not being extended will be reassigned in their primary Air Force specialty code (PAFSC) and be subject to the same rules as other OS returnees. However, depending on requirements, recruiters completing OS tours may be reassigned to recruiting duties in the CONUS. Reassignment, if approved, is effective on completion of the OS tour unless DEROS curtailment is requested and approved by AFPC.

1.5.3. Intergroup or intragroup reassignments will not be made without prior approval from HQ AFRS/RSX, HQ AETC/DPAAR, and HQ AFPC/DPAAD. Chapter 3 explains the policy and procedures for evaluating and reassigning recruiters (8R000) within AFRS.

## Chapter 2

### ENLISTED ACCESSION (EA) RECRUITER PROCUREMENT PROCESS

**2.1. Recruiter Screening Team (RST).** An AETC special duty briefing team schedules visits to all major Air Force installations to provide guidance and information to interested Air Force members, installation commanders, first sergeants, and supervisors regarding special duty opportunities in AETC. The RST (HQ AFRS/RXPR) is a member of this briefing team. It spreads the word about the recruiter selection process and benefits of recruiting duty and screens and selects potential applicants for special duty tours in recruiting.

**2.2. Selection.** EA recruiters are chosen from two sources, **volunteers** and **selectees**. Volunteers are the preferred method of selecting EA recruiters. However, if requirements remain unfilled, AFPC selects the most eligible “candidates” to fill these requirements. Therefore, if Airmen meet the specified eligibility criteria referenced on Web site <https://www.rs.af.mil/rtr.htm#INTRODUCTION> and the TOS requirements, they are vulnerable for “selection” by AFPC. Each year, AFPC announces special duty assignments. Table 2.1 shows an example of the four EA recruiter assignment cycles leading up to assignment selection and notification.

**Table 2.1. Recruiter Assignment Cycles.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>AAC 50 Cutoff Date</b>	<b>Advertise</b>	<b>Ads Close</b>	<b>Assignment Match/ Notification</b>	<b>RNLTD (Subject to change by AFPC)</b>
<b>1</b>	Jan - Feb - Mar 05	Apr 04	Apr – May 04	May / Jun 04	Feb - Mar - Apr 05
<b>2</b>	Apr - May - Jun 05	Jul 04	Jul – Aug 04	Aug / Sep 04	May - Jun - Jul 05
<b>3</b>	Jul - Aug - Sep 05	Oct 04	Oct – Nov 04	Nov / Dec 04	Aug - Sep - Oct 05
<b>4</b>	Oct - Nov - Dec 05	Jan 05	Jan – Feb 04	Feb / Mar 04	Nov/Dec 05 - Mar 06

**2.3. Procedures.** Volunteers and candidates identified for recruiting duty will complete and send a recruiter application package, located on the AETC Recruiter Assignments Web site (<https://www.aetc.af.mil/recruiter>) to HQ AETC/DPAAR. The RST will screen and interview all volunteers and candidates in the ranks of E-4 through E-7 to fill EA recruiter vacancies. Potential EA recruiters will be hired based on eligibility and recommendation from the RST.

#### **2.4. Responsibilities:**

2.4.1. IAW AFI 36-2110, AFPC maintains listing of Air Force-wide recruiter candidates in order to fill current and projected vacancies and serves as final approval authority for all assignment actions.

2.4.2. IAW Air Force personnel policy, AETC manages and oversees all assignment actions, advertises EA vacancies on the AETC recruiter assignments Web site (<https://www.aetc.af.mil/recruiter>), and selects qualified volunteers for assignments.

2.4.3. The RST interviews and screens qualified volunteers and EA recruiter candidates to fill current and projected vacancies, submits recommendations to HQ AETC/DPAAR, and assists HQ AETC/DPAAR (Personnel) with advertisement validation prior to each advertisement cycle.

2.4.4. RCGs maintain the system for identifying EA recruiter vacancies and projected vacancies and assist HQ AFRS/RXPR (Personnel) with advertisement validation prior to each advertisement cycle.

2.4.5. RCSs maintain the system for identifying EA recruiter vacancies and projected vacancies and assist their respective RCG with advertisement validation prior to each advertisement cycle.

## Chapter 3

### REASSIGNMENT OF RECRUITERS WITHIN AFRS

**3.1. Recruiter Progression.** Progression of recruiters is important for the individual and AFRS. However, moving recruiters may be necessary to meet mission requirements, improve the recruiting market, and replace personnel losses.

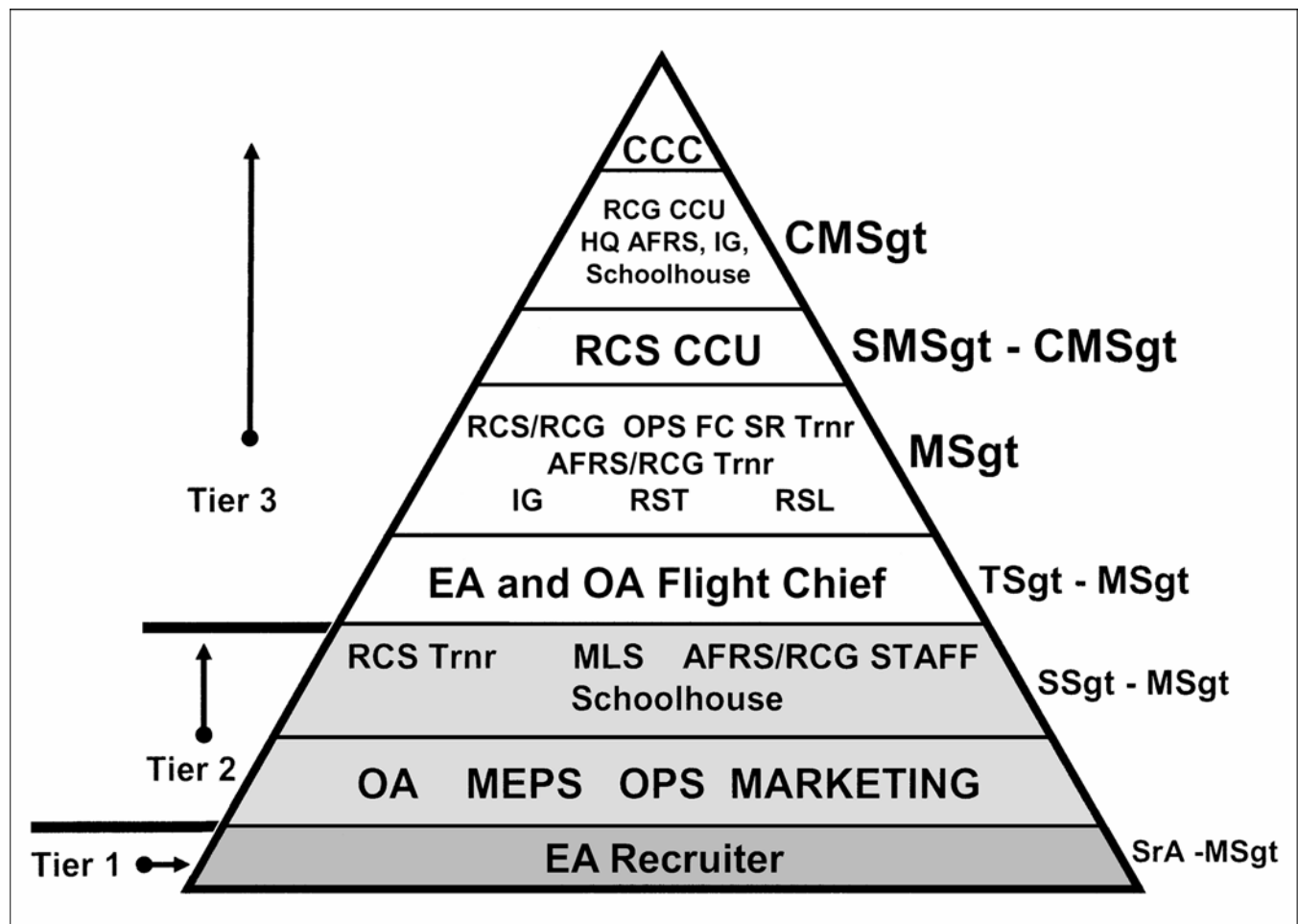
**3.2. Normal Recruiter Progression.** There are three tiers to the recruiter progression pyramid, as indicated in Figure 3.1 and below:

3.2.1. **Tier 1.** Recruiter positions in this tier are manned by Airmen (SrA - MSgt) who have volunteered or have been selected for their initial 3-year stabilized recruiting tour of duty. These recruiters are typically identified as EA recruiters.

3.2.2. **Tier 2.** Recruiter positions in this tier are manned by Airmen (SSgt - MSgt) from the Air Force pool of qualified ex-recruiters or from eligible Tier 1 EA recruiters requesting reassignment in recruiting at the completion of their current recruiting tour.

3.2.3. **Tier 3.** Recruiter positions in this tier are manned by Airmen (TSgt – CMSgt) from the Air Force pool of qualified ex-Tier 2 and 3 recruiters or from eligible Tier 2 recruiters requesting reassignment in recruiting at the completion of their current tour.

Figure 3.1. Recruiter Progression Pyramid.



**3.3. Assignment Selection.** Recruiter retention and reassignment will follow a four-step process: (1) completion of the MOI, (2) validation of requirements (advertisements), (3) matching eligible recruiters with known requirements (advertisements), and (4) loading of assignments, as follows:

#### 3.3.1. Step 1, Completion of the MOI:

3.3.1.1. HQ AETC/DPAAR identifies all PCS-eligible recruiters for a given assignment cycle by their AAC 50. Individuals identified must complete AFRS IMT 4, indicating a desire to return to their PAFSC, request reassignment in recruiting, or request a 1-year, in-place extension at the 24th month of their 3-year stabilized tour. Table 3.1 shows the timeline for submitting AFRS IMT 4. Attachment 2 provides guidelines for the MOI process.

**Table 3.1. Timeline for MOI (AFRS IMT 4) Submission.**

<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Submit to AFRS (note)</b>	<b>Advertisement Month</b>
<b>1</b>	Feb	Apr
<b>2</b>	May	Jul
<b>3</b>	Aug	Oct
<b>4</b>	Nov	Jan

**NOTE:** MOI eligibility is based upon reaching 12 months prior to date of availability.

3.3.1.2. A recruiter who indicates a desire to be released from recruiter duty or who has not been recommended for retention by the RCG commander will be considered for assignment on completion of his or her maximum tour.

3.3.1.3. A recruiter whose PAFSC has been withdrawn and who desires reassignment from recruiting duty must request to return to a previously held AFSC IAW AFI 36-2110 or apply for retraining in conjunction with his or her DOA.

3.3.1.4. A recruiter released from his or her career field by AFPC who has an approved MOI on file for retention in recruiting will be identified to HQ AETC/DPAAR as eligible to volunteer for reassignment during future recruiter assignment advertisement cycles (Table 2.1) or will be identified to extend MOI eligibility month for 1 year. The RCG commander is the decision authority for determining a recruiter's eligibility and qualifications for a reassignment or 1-year extension in-place. The RCG commander's decision requires AFPC approval to "release" before any action is final. **NOTE:** AFPC has approval authority on all 1-year extension requests.

**3.3.2. Step 2, Validation of Requirements (Advertisements).** HQ AETC/DPAAR suspenses HQ AFRS to identify and forward all valid requirements each assignment advertisement cycle. **NOTE:** This step is accomplished concurrently with Step 1.

**3.3.3. Step 3, Matching Eligible Recruiters With Known Requirement (Advertisements):**

3.3.3.1. HQ AETC/DPAAR posts advertisements quarterly (Jan, Apr, Jul, and Oct) on the AETC Recruiter Assignments Web site (<https://www.aetc.af.mil/recruiter>) for a minimum of 2 weeks. A recruiter with an approved MOI who is released by HQ AFPC from their PAFSC and desires a reassignment in AFRS may (and is encouraged to) volunteer for as many positions as he or she is qualified to perform.

3.3.3.2. After the ad closeout, HQ AETC/DPAAR attempts to match recruiters to a position for which they volunteered based on the highest to lowest mission priority (as determined by HQ AFRS/R SX) and recruiter eligibility (TOS, MOI qualifications, and mandatory position requirements). The highest priority position will be filled first by the most eligible and qualified volunteer. If AETC is unable to match an assignment based on a recruiter's desires, the recruiter may be matched for reassignment based on AFRS needs. (See paragraphs 3.3.4.3.1 and 3.3.4.3.2.)

3.3.3.3. HQ AFRS staff, pending AFPC approval, will prioritize positions advertised with no volunteers identified. When nonselection occurs, the vacancy will be advertised the following cycle. **NOTE:** If the

requirement is critical and has been advertised at least once, the RCG commander may request an exception to policy (paragraph 3.5.).

3.3.3.4. HQ AFRS/CC has selection authority for all RCG and RCS superintendents and HQ AFRS staff, pending AFPC approval.

3.3.3.5. Chief master sergeants (or selectees) in SDI 8R000 will not be reassigned within AFRS without the approval of the AFRS/CC and the Air Force Senior Leadership Management Office Chief's Group (AFSLMO/CG).

#### 3.3.4. Step 4, Loading of Assignments:

3.3.4.1. HQ AETC/DPAAR and HQ AFRS closely review all reassignment actions.

3.3.4.2. HQ AETC/DPAAR loads tentative reassignments in MilPDS, which flows to AFPC for final approval.

3.3.4.3. HQ AFRS/RSXP will notify RCG and RCS commanders of AFPC approved reassignments and request recruiters complete AFRS IMT 3, **Recruiter Reassignment Validation**, to validate their acceptance or declination.

3.3.4.3.1. If a recruiter declines a reassignment match and *did not volunteer* for this specific position, AETC will ask AFPC to cancel the assignment and the recruiter will be returned to force at the expiration of his or her current stabilized tour.

3.3.4.3.2. If a recruiter *volunteers* for a specific position and subsequently declines this reassignment match, he or she may ask to reclama. If there is another volunteer for the same position, AETC will ask AFPC to cancel the assignment and the recruiter will be returned to force at the expiration of his or her current stabilized tour. If there is no other volunteer for the same position, the match will remain firm and the recruiter may opt to separate or retire via military personnel's 7-day option provisions.

3.3.4.3.3. All assignment matches are tentative, pending AFPC approval. Under no circumstances will a recruiter matched for possible reassignment take any personal actions until notified by the servicing MPF. Once approved, an assignment notification report (RIP) will flow to the member's MPF (usually within 2 weeks) and be forwarded to the RCG or RCS commander.

#### 3.4. Reassigning Recruiters Not Eligible for PCS or MOI:

3.4.1. At times, the assignment system cannot identify PCS-eligible or MOI-qualified recruiter volunteers or nonvolunteers to fill valid second tier positions. RCGs or RCSs have some employment flexibility options to identify recruiters to fill these vacancies.

3.4.2. Valid second tier critical vacancies must be advertised at least once without volunteer or nonvolunteer selection.

3.4.3. RCG commanders have approval authority on RCS requests for valid duty title moves to positions within the same duty location code (DLOC). RCSs will submit an AFRS IMT 2, **Duty Title Change Without Change of Duty Location**, verifying there is no change to the current DLOC. HQ AFRS, AETC, and AFPC must approve *all* move requests to positions in a *different* DLOC. The recruiter does not accrue PCS entitlements.

3.4.4. Requests must be completed prior to the next advertisement cycle (Table 2.1).

3.4.5. The RCG commander will identify through AFRS/RSXP to HQ AETC/DPAAR the recruiter he or she desires to fill the critical vacancy. Prior to approval, AETC requests "release" from the recruiter's PAFSC functional manager at AFPC.

3.4.6. The DOA does not change with employment flexibility moves. Requests for a new DOA require AFPC approval under exception to policy (paragraph 3.5).

3.4.7. For military entrance processing station (MEPS) liaison supervisor (MLS) vacancies, the RCG commander may approve a valid duty title move of a qualified liaison noncommissioned officer (LNCO) to MLS without having to advertise a minimum of one cycle. In this case, the RCG must ask AETC to advertise an LNCO requirement in place of the MLS. **NOTE:** As a general rule, HQ AFRS/RSXP will not endorse requests for a DOA extension for LNCO-to-MLS duty title progression.

3.4.8. EA recruiters must complete 36 months in their current position as of requested RNLTD to be considered eligible to fill a critical vacancy. EA recruiters identified for reassignment to EA flight chief must be serving in the grade of technical sergeant and above. **NOTE:** HQ AFRS/RSXP will ask AETC support for DOA adjustments except as noted in paragraph 3.4.3. Approval for DOA adjustments rests with AFPC.

3.4.9. RCS commanders must request fully funded, low-cost, or no-cost PCA or PCS reassignments through the RCG and HQ AFRS/RSXP to HQ AETC/DPAAR for final approval or coordination with AFPC (Attachment 3). Use Table 3.2 (Identification of Types of Moves) and AFI 36-2110 to determine PCA or PCS entitlements. A TOS waiver should not exceed 6 months.

**Table 3.2. Identification of Types of Moves.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	<b>If the move is</b>	<b>and PCS changes entitlements</b>	<b>then member accrues full PCS mileage</b>	<b>and the following costs must be considered (Member/Dependents/HHG/DLA/Other)</b>	<b>Then PCS</b>	<b>and the following additional comments or requirements apply</b>
<b>1</b>	Within corporate limits of the same city or town	NO	NO	NO / NO / NO / NO / NO	M	The action is a PCA without PCS.
<b>2</b>		YES	NO	NO / NO / ( note 1 ) / (note 1) / NO	M	(note 1)
<b>3</b>	Between duty stations in the local area (note 2)	YES	YES	YES / YES / YES / YES / YES	V	If the gaining commander certifies relocation of household is not required, the member is not authorized movement of his or her dependent's HHG at government expense. Certification must consider if member is required to vacate government quarters (see note 4).
<b>4</b>	Between duty stations not in the local area (note 3)	YES	YES	YES / YES / YES / YES / YES	E	If no commander's statement is required, member may use PCS entitlements without the commander's authorization. The member must certify the household will not be relocated and provide distance or time consideration from the residence to the new one (note 4).
<b>5</b>	Between duty stations not in the local area and not in proximity	YES	YES	YES / YES / YES / YES / YES	E	When costs exceed \$500, normal PCS rules apply.

**LEGEND:**

E—fully funded

M—no cost

V—low cost

**NOTES:**

1. Based on the relationship of the duty stations, member does not accrue PCS entitlements per the

JFTR. However, a requirement to relocate his or her household may exist if (1) the gaining commander determines it is essential, or (2) the member resides in government quarters at the losing station and there is no agreement that permits the member to remain in government quarters when reassigned to another duty station. If relocation is required, it is under the local move procedures of JFTR and the cost is charged to O&M funds.

2. Duty stations are not within the corporate limits of the same city or town, but are both served by the same local transportation system (bus, subway, etc.) by which the member could commute daily to either station.

3. The requirement to vacate government quarters will almost always result in PCS costs exceeding \$500.

4. Stations are not within the corporate limits of the same city or town and are not served by the same local transportation system.

**3.5. Request for Exception to Policy.** All RCG requests for exceptions to policy are initiated between assignment cycles and forwarded to HQ AFRS/RSX for consideration on a case-by-case basis. **NOTE:** A request to fill a valid second tier position *not* within the DLOC is considered an exception to policy. The position must be advertised at least once without a volunteer or nonvolunteer selection. The final assignment request rests with AFPC.

### **3.6. Responsibilities:**

3.6.1. IAW AFI 36-2110, AFPC is the final approval authority for all assignment actions.

3.6.2. IAW Air Force personnel policy, AETC:

3.6.2.1. Manages and oversees all assignment actions.

3.6.2.2. Advertises vacancies and projected vacancies on the AETC Recruiter Assignments Web site (<https://www.aetc.af.mil/recruiter/>).

3.6.2.3. Selects qualified volunteers or assigns qualified nonvolunteers to fill current and projected vacancies.

3.6.2.4. Submits assignment requests to AFPC for final approval.

3.6.3. AFRS:

3.6.3.1. Helps HQ AETC/DPAAR identify and validate current and projected recruiter vacancies every quarter in conjunction with the recruiter assignment cycle (Table 2.1).

3.6.3.2. Provides a listing of assignment-eligible recruiters to the RCGs and establishes a suspense prior to each advertisement cycle for eligible recruiters to complete an MOI.

3.6.3.3. Submits an MOI spreadsheet to HQ AETC/DPAAR prior to each cycle's assignment selections.

3.6.4. RCGs:

3.6.4.1. Maintain a system for identifying recruiter vacancies and projected vacancies.

3.6.4.2. Assist HQ AFRS/RSXPP with advertisement validations prior to each advertisement cycle.

3.6.4.3. Maintain a system for identifying MOI-eligible recruiters prior to each cycle.

3.6.5. RCSs:

3.6.5.1. Maintain a system for identifying recruiter vacancies and projected vacancies.

3.6.5.2. Assist their respective RCG with advertisement validation prior to each advertisement cycle.

3.6.5.3. Maintain a system for identifying MOI-eligible recruiters prior to each cycle.

### **3.7. Recruiter Instructor Duty:**

3.7.1. An RCG or RCS commander must specifically recommend a recruiter for instructor duty on his or her MOI.

3.7.2. The normal tour of duty at the Air Force Recruiting School is 3 years.

3.7.3. At a minimum, instructors must have an associate degree.

3.7.4. Instructors complete an MOI at the 24th month of instructor duty.

3.7.5. Instructor vacancies will be advertised with all 8R000 vacancies through the HQ AETC/DPAAR Web site (<https://www.aetc.af.mil/recruiter/>) and follow the same assignment selection procedures. HQ AFPC/DPAAD is the final approval authority.

### **3.8. Inspector Duty With HQ AETC/IG (Recruiting Division):**

3.8.1. The normal tour of duty is 3 years with two of the years assigned to the HQ AETC/IG traveling team. Recruiters must hold the grade of at least master sergeant.

3.8.2. HQ AETC/IG positions and mandatory requirements in the Recruiting Division are as follows:

3.8.2.1. The position of branch superintendent requires a chief master sergeant (or selectee) with at least 24 months of recruiting superintendent experience. HQ AFRS or RCG staff experience is highly desirable.

3.8.2.2. The position of NCOIC, Marketing Section, requires a master sergeant or senior master sergeant with at least 24 months of flight chief experience. Experience in AFRS marketing is mandatory. HQ AFRS or RCG staff experience is desirable.

3.8.2.3. The position of NCOIC, Operations Program Management, requires a master sergeant or senior master sergeant with at least 24 months of flight chief experience and 12 months of operations supervisor experience. HQ AFRS or RCG staff experience is desirable.

3.8.2.4. The position of NCOIC, Enlisted Program Management, requires a minimum grade of master sergeant. Senior master sergeant (or selectee) is desirable. At least 24 months of flight chief experience is mandatory. RCS trainer, HQ AFRS, or RCG staff experience is desirable.

3.8.2.5. The position of NCOIC, Military Entrance Processing Station (MEPS) Program Management, requires a minimum grade of master sergeant with at least 24 months of combined experience as a flight chief and a MEPS MLS is mandatory. HQ AFRS or RCG staff experience is desirable.

3.8.3. To apply for inspector duty with HQ AETC/IG, the recruiter submits a memorandum (Subject: Application for Inspector Duty, HQ AETC/IG) through his or her RCS and RCG commanders to HQ AETC/DPAAR. The application will include:

3.8.3.1. A copy of the recruiter's last three EPRs; that is, AF IMTs 910, **Enlisted Performance Report (AB thru TSgt)**; and 911, **Senior Enlisted Performance Report (MSgt thru CMSgt)**.

3.8.3.2. A statement of his or her qualifications for inspector duty.

3.8.3.3. Requests for and justification for waivers to mandatory experience requirements.

3.8.3.4. Endorsements recommending approval or disapproval, including specific reasons why the applicant is (or is not) considered qualified for inspector duty.

3.8.4. HQ AETC/IG (in coordination with the HQ AETC/DPAAR) reviews the applications for final selection.

3.8.5. Recruiter inspectors are eligible to complete an MOI and volunteer for career-broadening AFRS assignments 9 months prior to expiration of their normal tour of duty. They should apply for reassignment IAW the normal recruiter assignment cycles (Table 2.1). Unqualified, ineffective, or unsuitable inspectors may be recommended for reassignment in the same manner as other recruiters.

**3.9. Other Special Duty Identifier (SDI) 8R000 Positions.** These positions include assignment to HQ AFRS/IGQ, 319th Training Squadron (319 TRS), Classifications, NASCAR Team, and AFPC EAs. Vacancies and stated requirements for these positions are advertised along with all other 8R000 vacancies through the HQ AETC/DPAAR Web site (<https://www.aetc.af.mil/recruiter/>).

## Chapter 4

### MANNING RECRUITING SUPPORT POSITIONS

#### 4.1. Guidance:

4.1.1. HQ AETC/DPAAR selects Airmen from applications submitted under SPECAT guidance. Reassignments must meet current assignment rules and policies and are subject to AFPC approval. After assignment selection and prior to departure, Airmen will not be removed from an assignment unless they are promoted, reclassified, or otherwise become ineligible for reassignment.

4.1.2. Recruiting support personnel will not normally be reassigned to another recruiting support position until they have completed their initial 4-year tour. Any request for reassignment is subject to approval by HQ AETC/DPAAR and HQ AFPC/DPAAD, and base residency requirements apply.

4.1.3. Recruiting support personnel may apply for recruiter (SDI 8R000) duties, but they must complete at least 3 years of the recruiting support tour before attending the recruiter training course.

#### 4.2. Stabilized Tours of Duty:

4.2.1. Officer personnel with the duty Air Force specialty codes (DAFSC) 35PX, 83R0, and 30C0 will be assigned to a 3-year stabilized tour (AAC 50). RCS commanders (C83R0) will be assigned to a 2-year stabilized tours.

4.2.2. Enlisted personnel will be assigned to a 4-year stabilized tour (AAC 43), with the exception of public affairs NCOs (3N0X1) and first sergeants (8F000), who are assigned to a 3-year stabilized tour (AAC 44).

4.2.3. Requests for extension of the minimum tour are not appropriate because reassignment does not necessarily occur on the DOA. After expiration of the DOA, the incumbent stays in place until reassignment is necessary due to OS selection, CONUS selection for another special duty assignment, exercise of voluntary assignment options, or other reassignment actions outlined in AFI 36-2110.

#### 4.3. Procedures:

4.3.1. On completion of the minimum tour, recruiting support personnel will remain in the special duty until reassigned or selected for another special duty. RCGs will notify HQ AETC/DPAAR of any projected vacancy at RCG headquarters or a subordinate RCS. HQ AETC/DPAAR will advertise vacancies via the AFPC EQUAL-Plus system. Application is made in accordance with the *SPECAT Assignment Guide* (located at <http://www.afpc.randolph.af.mil/procedures/specat.htm>) and must meet current assignment rules.

4.3.2. Recruiting support personnel may pursue voluntary reassignment options, such as volunteering for OS or another special duty, to be effective on or after completing their 4-year minimum tour.

4.3.3. If recruiting support personnel are selected for involuntary reassignment with RNLTLD less than 6 months from assignment selection date, HQ AFRS/RSXPP or the RCG will inform HQ AETC/DPAAR (who will coordinate with HQ AFPC/DPAAD) to ensure replacement action is taken and recommend RCS request delayed departure of the incumbent until a replacement is in place. HQ AFPC/DPAAD is the final approval authority for recruiting support assignment actions.

#### 4.4. Responsibilities:

4.4.1. IAW AFI 36-2110, AFPC is the final approval authority for all assignment actions.

4.4.2. IAW Air Force personnel policy, AETC manages and oversees all vacancies, submits

recommendations to AFPC, and has disapproval authority.

4.4.3. AFRS coordinates all vacancies and advertisements with AETC to ensure advertisements are posted to EQUAL-Plus for HQ AFRS recruiting support positions.

4.4.4. RCGs coordinate all vacancies and advertisements with AETC to ensure advertisements are posted to EQUAL-Plus for the RCG and respective subordinate RCS recruiting support positions.

4.4.5. RCSs identify all vacancies to their respective RCG for recruiting support positions to be forwarded to AETC.

## Chapter 5

### RECRUITER RELIEF ACTIONS

**5.1. Guidance.** Prior to initiating a relief action, commanders and supervisors must make every attempt to bring a recruiter's performance up to an acceptable level through indoctrination, training, supervision, performance feedback, and counseling. AFI 36-2909 and AETCI 36-2909 include specific prohibitions on the formation of personal relationships in the recruiting environment. AETCI 36-2002 identifies recruiting personnel standards for professionalism and integrity in the conduct of day-to-day business.

#### **5.2. Types of Relief Actions:**

**5.2.1. Relief for Cause.** Prior to requesting relief and reassignment of a recruiter, his or her immediate commander must consider whether discharge action under AFI 36-3208, *Administrative Separation of Airmen*, or a demotion action under AFI 36-2503, *Administrative Demotion of Airmen*, is warranted. HQ AFRS/JA will review relief (for cause) actions involving misconduct, malpractice, or other recruiting infractions (irregularities) that cannot be classified as misconduct or malpractice. Refer to AETCI 36-2002, Chapter 1, for detailed definitions and additional information. *Immediate* relief action (for cause) is appropriate for any of the following reasons:

5.2.1.1. Attempting to develop or maintain an intimate personal relationship with applicants, such as making sexual advances toward applicants and/or seeking or accepting sexual advances or favors from applicants.

5.2.1.2. Dating an applicant whose processing has begun and has not been terminated due to the applicant's own withdrawal or on the grounds of unacceptability.

5.2.1.3. Using grade, position, threat, pressure, or promise of return favors or favorable treatment in attempts to gain sexual favors from applicants.

5.2.1.4. Using personal resources to provide applicants with lodging or transportation.

5.2.1.5. Concealing (or conspiring to conceal) disqualifying factors or attempting to qualify an ineligible applicant in violation of directives.

5.2.1.6. Intentionally misleading and/or misinforming a prospect or applicant regarding any aspect of recruiting policy, procedures, entitlements, or benefits or intentionally misinforming a prospect or applicant to induce him or her to apply for or accept enlistment, commissioning, or appointment.

5.2.1.7. Attempting to influence lawyers, attorneys, law enforcement officials, or judicial authorities to release, dismiss, or drop charges or otherwise mitigating dispositions in order to qualify an individual for Air Force enlistment, commissioning, or appointment.

5.2.1.8. Being deliberately involved in unfavorable incidents not related to recruiting.

5.2.1.9. Committing acts in violation of the Uniform Code of Military Justice (UCMJ).

5.2.1.10. Failing to maintain Air Force standards of conduct, performance, or appearance.

**5.2.2. Relief Without Cause.** Reassignment action may be necessary for one of four reasons (medical, training, family, and financial hardship), as follows:

5.2.2.1. Medical—unable to perform duties due to medical limitations, such as changes in physical profile or stress specifically job related, which prevents the individual from performing his or her required duties.

5.2.2.2. Training—failure to attain or maintain standards of duty performance due to an inability to

absorb initial or specialized follow-on training and to demonstrate the motivation to be successful once training is received. The recruiter will remain in training status, and the training will continue until the relief action is approved by AFRS/CC.

5.2.2.3. Family—family problems that could cause, or have caused, the individual's performance to deteriorate or that call into question the individual's ability to perform the required duties for an undetermined period.

5.2.2.4. Financial Hardship:

5.2.2.4.1. Financial problems directly or indirectly caused by the location, which would not exist or could be prevented if the individual were stationed on a military installation. For example, the recruiter's dependent is required to receive extensive medical attention.

5.2.2.4.2. Financial difficulties not related to recruiting duties or those related to mismanagement, neglect, or irresponsibility. Examples include (1) a recruiter owns a home in another location and the tenant vacates, causing a financial loss; (2) a financial loss caused by an act of God (hurricane, tornado, catastrophic, flood, etc.); (3) court-ordered increases in alimony or child support.

**5.3. Processing Procedures for Relief Actions (for Cause).** The recruiter will be removed from recruiting duties immediately; and the recruiter's special duty assignment pay (SDAP) will be terminated the day he or she signs an AFRS IMT 1321, **Recruiter Evaluation (for Cause)**, acknowledging the relief action. Under no circumstances will a relieved recruiter work in a recruiting (8R000) capacity once AFRS IMT 1321 and AF IMT 2096, **Classification/On-the-Job Training Action**, have been initiated. The complete relief case file (original documentation with one copy) will be forwarded to HQ AFRS/RXPP no later than 30 days after member is notified. Each case file will include:

5.3.1. A completed AFRS IMT 1321 with appropriate signatures and dates. Each allegation must be summarized in detail. A continuation sheet may be used.

5.3.2. A notification memorandum to the recruiter, indicating relief action has been initiated. The member must acknowledge receipt by a signed indorsement.

5.3.3. Letters of counseling, admonishment, or reprimand, unfavorable information file (UIF), Article 15, and court-martial results related to the cause.

5.3.4. A completed AF IMT 2096, removing only the recruiter's SDAP and DAFSC. The TDY assignment will be indicated in the remarks, stating the exact location in which the member will temporarily perform his or her duties. The control Air Force specialty code (CAFSC) will remain unchanged. Also, state the exact location where member will temporarily perform duties. **NOTE:** While temporarily performing duties at a different location, relieved recruiters will NOT be reassigned or updated to different position numbers.

5.3.5. The RCS's memorandum, stating the reason for recommending relief action and, if a discharge action, demotion, or court-martial is recommended by the staff judge advocate, clearly articulating why relief action is appropriate.

5.3.6. The staff judge advocate's memorandum of legal review of the case, including recommendation as to whether to pursue demotion, court-martial action, and/or discharge.

5.3.7. A copy of all EPRs (AF IMTs 910 or 911, as applicable) received while assigned to recruiting. If a commander-directed EPR is appropriate IAW AFI 36-2406, the closeout date will be the same day the AFRS IMT 1321 was initiated.

5.3.8. A career brief.

5.3.9. AF IMT 392, **Airman Assignment Preference Statement**, or a copy of the PC-III assignment preference update.

5.3.10. Applicable memorandums for record (MFR) or other supportive documents. Submitted documents should detail and help clarify the case history.

5.3.11. A relief action checklist (for cause). To access this checklist, go to the recruiter xtranet at <http:xtranet>.

#### **5.4. Processing Procedures for Relief Actions (Without Cause):**

5.4.1. The complete relief case file (original documentation and one copy) will be forwarded to HQ AFRS/RXPP no later than 30 days after initiation. HQ AFRS/RXPP will send medical relief case files through HQ AETC/SG. Approved files will be forwarded to HQ AETC/DPAAR for review and routing to HQ AETC/DPSET (for a retraining determination) and HQ AFPC/DPAAD (for an assignment action). If the member is being relieved for training, his or her commander may recommend reassignment, normally at least 1 year after DAS.

5.4.2. Each case file will include the following documents, as appropriate: (**NOTE:** For additional mandatory case file documents for relief actions involving medical, training, family, or financial hardship reasons only, refer to paragraphs 5.4.2.11 through 5.4.2.14.2.)

5.4.2.1. A completed AFRS IMT 1374, **Recruiter Evaluation**, with appropriate signatures and dates. Ensure each allegation is summarized in detail. If needed, use a continuation sheet.

5.4.2.2. The RCS's memorandum, stating the reason for recommending relief action.

5.4.2.3. A notification memorandum, informing the recruiter that relief action has been initiated. He or she must acknowledge receipt by indorsement.

5.4.2.4. Letters of counseling, admonishment, or reprimand; UIF; Article 15; and court-martial results related to the cause.

5.4.2.5. A completed AF IMT 2096, changing the recruiter's DAFSC (only) and indicating a TDY assignment if the recruiter is officially removed from recruiting duties pending approval of the relief action. (The CASFC will remain unchanged.) SDAP may be removed if the member being relieved is temporarily reassigned to a position outside of recruiting, provided the recruiter is not performing recruiting duty. If the member continues his or her recruiting duties in any capacity and remains assigned to current recruiting position number, the DAFSC will not be changed and SDAP will not be downgraded. AF IMT 2096 will state the exact location the recruiter will be assigned to.

5.4.2.6. A copy of all EPRs (AF IMTs 910 or 911, as applicable) received while assigned to recruiting. If an EPR is due, the closeout date will be the same day the AFRS IMT 1374 was initiated.

5.4.2.7. A career brief.

5.4.2.8. AF IMT 392 or a copy of the PC-III assignment preference update.

5.4.2.9. MFRs or other supportive documents, detailing and clarifying the case history.

5.4.2.10. A relief action checklist (without cause). To access this checklist, go to the recruiter xtranet at <http:xtranet>.

5.4.2.11. If the relief action is for medical reasons, also include:

5.4.2.11.1. All documentation, including letters; MFRs from the supervisor, flight chief, superintendent, first sergeant, and/or commander stating situations; and conversations leading up to recommendation of an evaluation by the mental health clinic. The member must obtain a memorandum authorizing release

of medical documentation. A statement by the member must be included if the clinic refuses to release his or her records.

5.4.2.11.2. An evaluation memorandum from the mental health provider, to include Diagnosis Statistical Manual - IV (DSM-IV) categories and/or other diagnostic indicators, as appropriate.

5.4.2.11.3. If a medical evaluation board (MEB) or a physical evaluation board (PEB) is performed, a fax copy of the finding to HQ AFRS/RXPP.

5.4.2.12. If relief action is for training, also include:

5.4.2.12.1. AF IMT 1098, **Special Task Certification and Recurring Training**.

5.4.2.12.2. AF IMT 623A, **On-the-Job Training Record Continuation Sheet**, including training evaluations.

5.4.2.12.3. All letters of counseling, reprimand, and admonishment related to training.

5.4.2.12.4. A zone history or market survey.

5.4.2.12.5. A review of training records and documentation and a memorandum of recommendation completed by the RCS commander or the RST.

5.4.2.12.6. The flight chief's memorandum, summarizing actions taken to assist member in the training process.

5.4.2.12.7. Memorandums from the supervisor and/or first sergeant, explaining any other contributing factors and what actions were taken to assist and/or correct those factors.

5.4.2.12.8. AFRS IMT 1351, **Visitor's Log**.

5.4.2.12.9. A flow trend for entire period of assignment.

5.4.2.13. If the relief action is for family reasons, also include:

5.4.2.13.1. Supervisor and/or first sergeant memorandums, explaining what actions were taken to assist and/or correct the situation.

5.4.2.13.2. All counseling, medical, etc., documentation.

5.4.2.14. If the relief action is for financial reasons, also include:

5.4.2.14.1. Financial statements certified by a financial counselor.

5.4.2.14.2. Supervisor and/or first sergeant memorandums, explaining what actions were taken to assist and/or correct the situation.

## **5.5. Program Responsibilities:**

5.5.1. IAW AFI 30-2110, AFPC has final approval authority for reassignment actions.

5.5.2. HQ AFPC/DP has final approval authority for all MEB and PEB recommendations.

5.5.3. HQ AETC/SG has recommending authority to AFPC for all PEB and MEB actions.

5.5.4. HQ AETC/DP has recommending authority to AFPC for retraining actions.

5.5.5. AFRS/CC has approval authority for all recruiter relief actions.

5.5.6. RCG and RCS commanders recommend recruiter relief actions to the approval authority (AFRS/CC).

5.5.7. RCG and RCS personnel sections (RSSP) notify HQ AFRS/RXPP when a relief case is initiated

(and what type it is), regardless of the anticipated outcome.

5.5.8. HQ AFRS/RXPP notifies HQ AETC/DPAAR to advertise projected vacancies.

## Chapter 6

### AWARDS AND DECORATIONS

**6.1. Guidance.** This instruction implements Air Force policy and guidance published in AFI 36-2803. Refer to that instruction for specific guidance on how to submit a recommendation for an award or decoration.

**6.2. Responsibilities:**

6.2.1. The award approval authority establishes procedures to approve or disapprove awards, downgrade or upgrade awards, or revoke decorations. He or she also prepares, replaces, and distributes award elements.

6.2.2. AFRS/CC is the approval authority for meritorious service medals (MSM). **NOTE:** The RCG commander may recommend concurrence or nonconcurrence with a supervisor's MSM award submission. However, the award package will be forwarded to AFRS/CC for final approval.

6.2.3. Unless otherwise delegated by AFRS/CV, approval authority for Air Force commendation medals (AFCM) and Air Force achievement medals (AFAM) is any RCG commander in the grade of colonel.

6.2.4. The recommending official initiates, prepares, and signs recommendations for decorations and determines inclusive periods for the award.

6.2.5. HQ AFRS/CSS (commander support staff) develops and distributes guidelines for AFRS awards and decorations program and establishes procedures for processing recommendations forwarded to AFRS/CC for award approval.

**6.3. Submitting Recommendations.** Refer to AFI 36-2803 when initiating and preparing award recommendation packages. Include the following documents with the AF IMT 1768, **Staff Summary Sheet**:

6.3.1. The citation (an original without a Social Security number [SSN]).

6.3.2. A completed DÉCOR-6 recommendation of decoration printout (RDP) with original signatures (an original and two copies).

6.3.3. A career brief.

6.3.4. Copies of all EPRs (AF IMTs 707A, **Field Grade Officer Performance Report [Maj thru Col]**; and 707B, **Company Grade Officer Performance Report [2Lt thru Capt]**); or OPRs (AF IMTs 910 and 911) submitted within the inclusive dates of the decoration. If more than 120 days have elapsed since the closeout of last evaluation, prepare double-spaced bullet statements on bond paper or submit a copy of a draft EPR or OPR in support of the recommended decoration.

6.3.5. A copy of any decoration citation, approved or pending, that falls within the inclusive dates.

**6.4. Processing Recommendation Packages.** Packages submitted for PCS or PCA members will be processed to arrive at HQ AFRS/CSS (550 D Street West, Suite 1, Randolph AFB TX 78150-4527) no later than 15 calendar days prior to the closeout date. Submissions for extended tours will be processed no later than 30 days prior to closeout date. Submissions for separation or retirement decorations will be processed to arrive at HQ AFRS/CSS no later than 30 calendar days prior to desired presentation date.

6.4.1. **Incomplete Packages.** HQ AFRS/CSS will return incomplete packages for corrections. All discrepancies should be corrected within 3 workdays of notification. **NOTE:** HQ AFRS/CSS will correct citation errors if a disk has been provided or the citation was provided via e-mail.

**6.4.2. Downgraded or Disapproved Decoration Submissions.** Submissions recommended to be downgraded or disapproved are not processed through the official chain without first notifying the appropriate RCG in writing. The RCG will be given the opportunity to resubmit the decoration package. The RCG commander must notify HQ AFRS/CSS in writing, either concurring with the action or requesting reconsideration with additional justification within 1 year. If the RCG commander concurs with a recommended downgrade lower than an MSM, the respective RCG will reaccomplish and complete the decoration processing to include preparation of special orders. Refer to AFI 36-2803 for further instructions.

## Chapter 7

### PERFORMANCE REPORTS (EPR AND OPR) AND PROMOTION RECOMMENDATION FORMS (PRF)

#### 7.1. Guidance:

- 7.1. For EPRs, use AF IMTs 910 or 911, as applicable.
- 7.2. For OPRs, use AF IMT 707A or 707B, as applicable.
- 7.3. For promotion recommendations, use AF IMT 709, **Promotion Recommendation**.

#### 7.2. Responsibilities:

- 7.2.1. HQ AFRS/CSS and RSXPP (military personnel), as applicable, will develop guidelines for processing EPRs, OPRs, and PRFs for AFRS.
- 7.2.2. Each RCS support flight (RSS) or personnel section (RSSP), as applicable, will establish an OPR, EPR, and PRF suspense program to maintain the integrity of the proper and timely evaluation of AFRS personnel. RCSs will also develop a quality control program to ensure final submission to HQ AFRS is of the highest quality.
- 7.2.3. Each supervisor will ensure all documents required for processing OPRs, EPRs, and PRFs are provided to the unit's RSSP by established suspense dates.

#### 7.3. EPRs and OPRs:

- 7.3.1. Route performance reports on officer personnel (AF IMT 707A or B) and top-three enlisted personnel (AF IMT 911) requesting senior-rater AFRS/CC evaluation through the respective RCG commander before being processed by HQ AFRS. Include the following documents with the AF IMT 1768 package:
  - 7.3.1.1. The original (or legible copy) of the shell.
  - 7.3.1.2. A career brief.
  - 7.3.1.3. The last three OPRs or EPRs.
- 7.3.2. E-mail a draft copy of AF IMT 911 to HQ AFRS/CSS no later than 15 days after closeout.
- 7.3.3. E-mail a draft copy of all OPRs to HQ AFRS/CSS no later than 15 days after closeout.
- 7.3.4. Use the standardized duty titles shown in Attachment 4 on all performance reports. The duty title on the EPR or OPR must match the duty title on the shell.

#### 7.4. Officer PRFs (AF IMT 709):

- 7.4.1. PRF packages will be forwarded to HQ AFRS/RSXPP no later than the established suspense on the HQ AFRS/RSXPP PRF instructions. These instructions will be sent out via e-mail once the AETC timeline is established. PRF packages must arrive at HQ AFRS/RSXPP in a labeled six-part folder and arranged as follows:
  - 7.4.1.1. **Part 1.** The member's SURF, which may be obtained from the servicing commander's support staff.
  - 7.4.1.2. **Part 2.** A personnel information file (PIF) or an unfavorable information file (UIF) statement signed by the RCS commander and a sealed eyes-only note from the RCG commander.
  - 7.4.1.3. **Part 3.** A signature-ready draft AF IMT 709, which includes all required information except the

overall recommendation block in Section IX.

7.4.1.4. **Part 4.** An additional three PRF bullets on bond paper.

7.4.1.5. **Part 5.** Cross-referenced bullets. (See Attachment 5 for examples.)

7.4.1.6. **Part 6.** Records of performance. Copies of all OPRs and decorations. Highlight all bullets used in the draft PRF.

7.4.2. AF IMT 709 will be forwarded via e-mail to HQ AFRS/RXPP.

7.4.3. Incomplete packages will not be processed. All discrepancies must be corrected within 5 workdays of notification from HQ AFRS/RXPP.

#### **7.5. IMTs Prescribed:**

7.5.1. AFRS IMT 2, **Duty Title Change Without Change of Duty Location.**

7.5.2. AFRS IMT 3, **Recruiter Reassignment Validation.**

7.5.3. AFRS IMT 4, **Recruiter Duty Memorandum of Intent (MOI).**

7.5.4. AFRS IMT 1321, **Recruiter Evaluation (for Cause).**

7.5.5. AFRS IMT 1351, **Visitor's Log.**

7.5.6. AFRS IMT 1374, **Recruiter Evaluation.**

#### **7.6. IMTs Adopted:**

7.6.1. AF IMT 392, **Airman Assignment Preference Statement.**

7.6.2. AF IMT 623A, **On-the-Job Training Record Continuation Sheet.**

7.6.3. AF IMT 707A, **Field Grade Officer Performance Report (*Maj thru Col*).**

7.6.4. AF IMT 707B, **Company Grade Officer Performance Report (*2Lt thru Capt*).**

7.6.5. AF IMT 709, **Promotion Recommendation.**

7.6.6. AF IMT 910, **Enlisted Performance Report (*AB Thru TSgt*).**

7.6.7. AF IMT 911, **Senior Enlisted Performance Report (*MSgt thru CMSgt*).**

7.6.8. AF IMT 1098, **Special Task Certification and Recurring Training.**

7.6.9. AF IMT 1768, **Staff Summary Sheet.**

7.6.10. AF IMT 2096, **Classification/On-the-Job Training Action.**

ROBERT E. EAST, Colonel, USAF  
Vice Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS])

AFI 36-2110, *Assignments*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2503, *Administrative Demotion of Airmen*

AFI 36-2803, *Air Force Awards and Decorations Program*

AFI 36-2909, *Professional and Unprofessional Relationships*

AFI 36-3208, *Administrative Separation of Airmen*

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*

AFI 37-123, *Management of Records*

*SPECAT Assignments Guide* (located at <http://www.afpc.randolph.af.mil/procedures/specat.htm>)

AETCI 36-2002, *Recruiting Procedures for the Air Force*

AETCI 36-2909, *Professional Conduct and Relationships*

***Abbreviations and Acronyms***

**AAC**—assignment availability code

**AFPC**—Air Force Personnel Center

**AFSC**—Air Force specialty code

**CAFSC**—control Air Force specialty code

**DAFSC**—duty Air Force specialty code

**DAS**—date arrived station

**DEROS**—date eligible to return from overseas

**DLA**—dislocation allowance

**DOA**—date of availability

**EA**—enlisted accessions

**EPR**—enlisted performance report

**HHG**—household goods

**IAW**—in accordance with

**JTFR**—Joint Federal Travel Regulation

**LNCO**—liaison noncommissioned officer

**MEB**—medical evaluation board

**MEPS**—military entrance processing station

**MFR**—memorandum for record

**MilPDS**—Military Personnel Data System

**MLS**—MEPS liaison supervisor

**MOI**—memorandum of intent

**MPF**—military personnel flight

**MSM**—meritorious service medal

**O&M**—Operation and Maintenance

**OPR**—officer performance report

**PAFSC**—primary Air Force specialty code

**PEB**—physical evaluation board

**PRF**—promotion recommendation form

**RCG**—recruiting group

**RCS**—recruiting squadron

**RIP**—report of individual personnel

**RNLTD**—report not later than date

**RSS**—support flight

**RSSP**—personnel section

**RST**—recruiter screening team

**RTF**—returned to force

**SDAP**—special duty assignment pay

**SDE**—senior development education

**SDI**—special duty identifier

**SNCO**—senior noncommissioned officer

**SPECAT**—special category

**SSN**—Social Security number

**TDY**—temporary duty

**TOS**—time on station

**UIF**—unfavorable information file

**UMD**—unit manpower document

### ***Terms***

**Authorization**—A funded and validated manpower requirement.

**Code 50**—The DOA for assignment, which is determined by adding the minimum tour length to the DAS for all recruiters (8R000s), 30C0s, 83R0s, and 35PXs.

**Continental United States (CONUS)**—The 48 contiguous states and the District of Columbia, including, for assignment purposes, the adjacent territorial waters.

**Diversion**—A change of end assignment location that occurs after a member signs out from the losing base of assignment and before they arrive at the gaining base upon completion of their PCS travel.

**Duty location**—Air Force name for geographical locations (GELOCs).

**Duty location code (DLOC)**—Four-digit alpha code identifying the confines of the same installation. DLOCs are contained in AFRS UMD.

**Duty title moves**—Reassignment with same duty location code; no PCS entitlements.

**Enlisted Quarterly Assignment Listings-Plus (EQUAL-Plus)**—Assignment OPRs advertise assignments that require unique qualifications such as joint, departmental, and chief master sergeant requirements.

**Entitlement**—Conditions under which the U.S. government provides services or reimburses members for expenses incident to a permanent change of station. The JFTR determines entitlements associated with reassignment of military members.

**Exception**—A request involving a policy, procedure, or other action that is (1) prohibited; (2) is not addressed; (3) a criterion is not met and there are no waiver provisions established; or (4) there are waiver provision, but that criterion is not met. A circumstance that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

**Geographic location (GELOC)**—Unique four-digit codes used to identify cities or towns. The GELOC is given to the city or town by the Defense Mapping Agency, which records the latitude and longitude of the city.

**Low-cost moves**—Reassignment with a different DLOC within “normal commute”; certify no HHG relocation. Move is directed under competent orders from AFPC.

**No-Cost PCS (No Entitlements)**—A PCS in which no entitlements accrue to the member. This is a PCS to a new duty station within the same DLOC.

**Overseas (OS)**—All locations (including Alaska and Hawaii) outside CONUS (the 48 contiguous states and Washington DC).

**Permanent change of station (PCS)**—The assignment, detail, or transfer of a member or unit to a different station under competent orders from HQ AFPC.

**Personnel Concept III (PC-III)**—A military computer system that allows PC-III units access to personnel information on each person, military and civilian; provides the ability to maintain personnel information; and allows commanders and managers near real-time retrieval capability for Alpha rosters and other routine reports. Update of personnel data is limited to elements authorized for input at the activity level.

**Personnel Data System (PDS)**—A collective term encompassing the total vertical computerized personnel data system. The system provides capability for equitable, response, uniformly administered and cost effective management, and administration of active duty military, Air National Guard, Air Force Reserve, retired, and civilian personnel.

**Reclama**—A request to a duly constituted authority to reconsider its decisions or proposed action.

**Recruiter**—Any commissioned officer, NCO, or Airman whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates.

**Recruiter positions**—Airmen positions authorized on the UMD in SDI 8R000.

**Recruiting support positions**—Military positions authorized on the UMD in AFSCs other than SDI 8R000.

**Stabilized tour**—An Air Force duty assignment with a prescribed time.

**Tier 1**—Recruiter positions (SDI 8R000) manned by Airmen (SrA – MSgt) who have volunteered or been selected for their initial 3-year stabilized recruiting tour of duty. These recruiters are typically identified as EA recruiters.

**Tier 2**—Recruiter positions (SDI 8R000) (SSgt – MSgt) manned from the Air Force pool of qualified ex-recruiters or from eligible Tier 1 EA recruiters requesting reassignment in recruiting at the completion of their current recruiting tour.

**Tier 3**—Recruiter positions (SDI 8R000) (TSgt – CMSgt) manned from the Air Force pool of qualified ex-Tier 2 and 3 recruiters or from eligible Tier 2 recruiters requesting reassignment in recruiting at the completion of their current tour.

**Volunteer**—A member who formally states the desire to accept a defined assignment.

**Vulnerability**—The relative standing of a member among his or her contemporaries for assignment selection.

## Attachment 2

### RECRUITER MEMORANDUM OF INTENT (MOI) PROCESS

#### **A2.1. Part I (Pre-MOI):**

A2.1.1. HQ AETC forwards the names of MOI-eligible recruiters to HQ AFRS. Assignment eligibility is based on reaching 12 months prior to DOA.

A2.1.2. HQ AFRS forwards the MOI-eligibility roster to RCG commanders who, in turn, send the roster to RCS commanders with a suspense to return the completed MOIs.

#### **A2.2. Part II (MOI Processing Procedures):**

A2.2.1. Each eligible recruiter declares his or her intent on an MOI.

A2.2.1.1. "Returned-to-Force" at expiration of current tour.

A2.2.1.2. Desire to remain in AFRS and compete for reassignment. (See paragraph 3.3.4.3 for additional information.)

A2.2.1.3. Request to extend MOI-eligibility month for 1 year.

A2.2.2. The RCS commander's indorsement on the MOI is required if the member wants to remain in AFRS or extend in his or her MOI-eligibility month.

A2.2.3. If retention is recommended, the recruiter automatically qualifies for any position commensurate with his or her grade not requiring specific nomination on the MOI.

A2.2.4. Positions listed on the MOI (officer accessions recruiter, flight chief, etc.) require specific nomination by the commander.

A2.2.5. The RCS commander's recommendation will be sent to the RCG commander for concurrence or nonconcurrence.

#### **A2.3. Part III (MOI Indorsement):**

A2.3.1. The RCG commander's indorsement completes the MOI.

A2.3.2. The RCG commander forwards the MOI to HQ AFRS/RXPP no later than the suspense date and returns a copy of the approved MOI to the RCS commander.

A2.3.3. HQ AFRS/RXPP maintains all MOIs and forwards the annotated MOI roster to HQ AETC/DPAAR.

A2.3.4. HQ AETC/DPAAR forwards the MOI roster to HQ AFPC and requests release from their PAFSC for those recommended for retention in AFRS.

A2.3.5. The RCS commander notifies the recruiter of the MOI decision or recommendation **prior** to the next recruiter assignment cycle.

## Attachment 3

## SAMPLE COST OR NO-COST PCA OR PCS STATEMENT OF INTENT

MEMORANDUM FOR *(Immediate Commander)**(Date)*FROM: *(Recruiter)*

SUBJECT: Reassignment of Recruiter

1. I, *(Grade, Name, SSN)*, have been notified of selection for a change of duty location from *(office symbol, street, address, city, state, zip)* to *(office symbol, street, address, city, state, zip)*. The distance from my residence to my current duty location is \_\_\_\_\_ miles and travel time is \_\_\_\_\_. The distance from my residence to my projected duty location is \_\_\_\_\_ miles and travel time will be \_\_\_\_\_. I *(do/do not)* intend to move my household as the result of this change of duty location.

2. I understand this statement of intent will be used for planning purposes only, and it in no way affects my entitlements provided by Title 37 U.S.C. and the Joint Federal Travel Regulations (JFTR).

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*(Recruiter's Signature)*1st Ind *(Immediate Commander)**(Date)*

MEMORANDUM FOR HQ AFRS/RSXPP

I have determined the recruiter's reassignment does not require the relocation of his or her household. Therefore, movement of the recruiter's dependents and household goods is not authorized at government expense.

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*(Commander's Signature)*

## Attachment 4

## STANDARDIZED DUTY TITLES

**NOTE:** In support of AFSC positions at the RCS and RCG, the commander may approve the use of “Chief” versus “NCOIC” if the member is in the grade of master sergeant or above.

<b>CC</b>	Commander
<b>CD</b>	Deputy Commander
<b>CCF</b>	First Sergeant
<b>CCU</b>	Superintendent
<b>Enlisted Accessions (EA) Flight</b>	Flight Chief, “___” Flight <u>or</u> Flight Chief, ( <i>European or Pacific</i> ) Operations Flight EA Recruiter
<b>RCG RSO</b>	Chief, Operations Flight Group Operations NCO
<b>RCS RSO</b>	Flight Commander, Operations Flight Flight Chief, Operations Flight Operations NCO MEPS Liaison Supervisor MEPS Liaison NCO
<b>RCG RST</b>	Chief, Standardization and Training Flight Group Officer or EA Standardization Trainer
<b>RCS RST</b>	Senior Trainer NCOIC, Standardization and Training
<b>RCG RSC</b>	Chief, Officer Accessions (OA)
<b>RCS RSC</b>	Flight Commander, OA Flight Flight Chief, OA Flight OA Recruiter
<b>RSOM</b>	NCOIC, Marketing <b>NOTE:</b> This is an <i>optional</i> title which may be used on the EPR at the discretion of CC and CCU. This NCOIC may also be the rater for the other NCO assigned to RSOM. Marketing NCO Public Affairs NCO

<b>RSS</b>	Flight Commander, Support Flight NCOIC, Support Flight <b>NOTE:</b> This is an <i>optional</i> title which may be used as the duty title on the EPR at the discretion of the CC. The title may be assigned to the senior-ranking support flight NCO in an RCG or RCS for the purpose of senior NCO leadership in the support flight. The use of this duty title does not authorize this NCO to rate anyone other than individuals in the same AFSC <i>except</i> information management (IM) and systems administrator (SA) NCOs due to merging of duty responsibilities.
<b>RSSP</b>	NCOIC, Personnel Section Personnel NCO
<b>RSSI</b>	NCOIC, Information Management Section Information Management NCO
<b>RSSL</b>	NCOIC, Logistics Section Logistics NCO
<b>RSSS</b>	NCOIC, Information Systems Section Information Systems NCO
<b>RSSF</b>	NCOIC, Financial Section

**Attachment 5****EXAMPLES OF CROSS-REFERENCED BULLETS****A5.1 Bullet 1:**

A5.1.1. “Blue ribbon officer! \_\_\_\_\_ has consistently outperformed his peers throughout his career. Here’s the proof.”

A5.1.2. Cross-references:

Statement of the senior rater

2 Jun 01 – 1 Jun 02 – Section IV – Lines, 4, 5, 6, 7

**A5.2. Bullet 2:**

A5.2.1. “Top 2% of his peer group” and “My finest group executive officer.”

A5.2.2. Cross-references:

1 Feb 97 – 31 Jan 98 – Section VII – Line 1

1 Feb 92 – 31 Jan 93 – Section VII – Line 1

**A5.3. Bullet 3:**

A5.3.1. “AETC’s ’97 CGO/Year,” “Vandenberg AFB’s Junior Personnel Officer/Year,” and “IG Professional Performer.”

A5.3.2. Cross-references:

1 Feb 97 – 31 Jan 98 – Section VI – Line 8

4 Aug 90 – 3 Aug 91 – Section IV – Line 9

15 Feb 90 – 3 Aug 90 – Section VII – Lines 4 & 5

**A5.4. Bullet 4:**

A5.4.1. “Proven expert--led directorate to IG Excellent” and “Picked as exec for 2 highly diversified organizations.”

A5.4.2. Cross-references:

1 Feb 97 – 31 Jan 98 – Section IV – Line 1

1 Feb 92 – 31 Jan 93 – Section III – Duty Title

4 Aug 91 – 31 Jan 92 – Section III – Duty Title

Section VI – Line 9

15 Feb 90 – 3 Aug 90 – Section VI – Line 3

**A5.5. Bullet 5:**

A5.5.1. “Shined as CC of 114-member HQ Squadron Section—took on tough additional duty while a division chief.”

## A5.5.2. Cross-references:

- 1 Feb 99 – 1 Jun 99 – Part 2 – Line 1
- 1 Feb 97 – 31 Jan 98 – Section VII – Lines 3 & 4

**A5.6. Bullet 6:**

A5.6.1. “Center CC—#1/19 O-3s,” and Gp/CC--“Outperforms every exec officer I’ve seen in 24 yrs--awesome leader.””

## A5.6.2. Cross-references:

- 1 Feb 99 – 1 Jun 99 – Section VI – Line 1
- 1 Feb 92 – 31 Jan 93 – Section VI – Line 1

**A5.7. Bullet 7:**

A5.7.1. “Led AFRS #3 largest manned unit—earned CC’s Excellence Award and AFOUA in FY01; repeat in FY02.”

## A5.7.2. Cross-references:

- 2 Jun 02 – 13 Nov 02 – Section VII – Lines 1 & 4
- 2 Jun 01 – 1 Jun 02 – Section VI – Lines 1 & 3
- Section VII – Lines 1, 3 & 4

**A5.8. Bullet 8:**

A5.8.1. “Superior leader--4 Center/Gp CCs said unequivocally. They don’t come any better than \_\_\_\_\_ and I agree.”

## A5.8.2. Cross-references:

- 2 Jun 02 – 13 Nov 02 – Section VI – Lines 1 & 9
- 2 Jun 01 – 1 Jun 02 – Section VI – Line 1
- Section VII – Line 5
- 2 Jun 99 – 1 Jun 00 – Section VI – Line 1
- Section VII – Lines 1 & 5
- 1 Feb 99 – 1 Jun 99 – Section VI – Line 1
- 4 Aug 91 – 31 Jan 92 – Section VII – Line 1

**A5.9. Bullet 9:**

A5.9.1. “Definitely promote! Unique blend leadership/technical expertise, huge potential-- SDE, Air Staff, Gp/CC.”

A5.9.2. Cross-reference: Senior rater statement.